

UNDER SECRETARY OF STATE  
FOR ECONOMIC AFFAIRS  
WASHINGTON

January 26, 1983

MEMORANDUM

TO: White House - Mr. McManus  
OVP - Mr. Gregg  
NSC - Mr. Nau  
Agriculture - Mr. Lodwick  
CEA - Mr. Niskanen  
CIA - Mr. Rowan  
Commerce - Mr. Olmer  
Defense - Mr. Ikle  
Energy - Mr. Davis  
OMB - Mr. Keel  
Treasury - Dr. Sprinkel  
USTR - Mr. Macdonald

SUBJECT: Preparations for the 1983 Summit

In my capacity as the President's Personal Representative for the Summit and Chairman of the IG/Summit of the SIG-IEP, I am calling a meeting of the IG/Summit on Wednesday, February 2, 1983, from 3 p.m. to 4 p.m. in the Deputy Secretary's Conference Room on the seventh floor of the Department of State. I will want to discuss in more detail than at this week's SIG-IEP our plans for this Summit. Especially because this is our first meeting, I request that attendance be at the Under Secretary level (plus one, if you desire).

  
Allen Wallis